

CANADIANA  
MAY 25 1992

# **Career Information**

## **Catalogue**

**1992**

**Alberia**  
CAREER DEVELOPMENT  
AND EMPLOYMENT

**May 1992**





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The Information Development & Marketing Branch of Alberta Career Development and Employment produce a variety of print and audiovisual material on career-related topics.

Many of these publications respond to requests from career counselling practitioners. As your needs change so do the materials we produce. If you have suggestions for future career resource development, please contact us. Every suggestion is considered.

### **Out of Alberta Residents**

Catalogue materials are available at the price specified or at quantity discount. To order material contact:

Learning Resources Distributing Centre  
Alberta Education  
12360 - 142 Street  
Edmonton, AB T5L 4X9

Telephone: (403) 427-2767  
Fax: (403) 422-9750

Please make purchase orders/cheques payable to:

Learning Resources Distributing Centre.

# Publications, Posters and Audiovisual Descriptions

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## Publications

### **The Adult Back-to-School Book**

*(booklet, 1986, 55pp.)*

A booklet for adults considering returning to school. It discusses the challenges, opportunities and barriers to returning, and suggests ways to overcome or cope with the barriers. Topics covered include: advantages of being an adult student; the variety of available educational options; coping with the educational system; changing roles; building support systems; arranging child care; time management; finances and effective study. This publication is of general interest and is suitable for use by teachers, counsellors and career practitioners in adult group settings. The video **Going Back** complements the information provided in this booklet.

cat. #S3409

\$4.00/copy

Free of Charge for Alberta and N.W.T. Residents.

### **Alberta's Apprenticeship Program**

*( booklet, 1990, 56pp.)*

A complete description of Alberta's Apprenticeship Program including the qualifications required, wages earned, and employment and advancement opportunities available in 48 apprenticeship and four certification trades. This publication is for counsellors, teachers, career practitioners and anyone contemplating a career in the trades.

cat. #S7667

\$4.00/copy

Free of Charge for Alberta and N.W.T. Residents.

### **Beyond Credentials:**

#### **Enhancing Recruitment By Assessing Applicant Values**

*(booklet, 1992, 12pp.)*

If you are an employer who would like to learn more about how to assess value related aspects in potential employees, this booklet will be of interest to you. It will give you practical suggestions on assessing the values potential employees hold, and assist you through exercises to incorporate value assessments into your recruitment and selection process. Most appropriate for employers.

cat. #S7634

\$3.00/copy

Free of Charge for Alberta and N.W.T. Residents.

#### **Beyond Credentials: Enhancing Recruitment By Assessing Transferable Skills**

*(booklet, 1992, 20pp.)*

As shortages of skilled labour become more intense, employers may not always be able to find people with the credentials they want. This publication offers exercises and quizzes which will help employers determine "Are the Credentials Essential" or will other avenues of learning (e.g. volunteer experience, training on the job, homemaking, life experiences and other paid employment) provide the skills required? Most appropriate for employers.

cat. #S7635

\$3.00/copy

Free of Charge for Alberta and N.W.T. Residents.



## Business Immigration Program

(printed in English 1990, French/English 1988, German/English 1989, Chinese/English 1989, Korean/English 1989, Arabic/English 1989, Spanish/English 1989, Dutch/English 1991, Japanese/English 1991.)  
(booklet, 24pp.)

Each booklet provides general information to prospective immigrants who wish to immigrate to Alberta under the Business Immigration Program.  
cat. #S7668 \$3.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## Career Development News

(newsletter 3 issues/year, 8 pp.)

A tri-annual newsletter keeping counselling practitioners informed of programs, services and resources available in Alberta in the career planning field. Printed in January, May and September. Most suitable for counsellors, teachers and career practitioners.

Available to Alberta and N.W.T. Practitioners only.

## Children, Challenges, Choices A Workshop for Single Moms Planning for Tomorrow.

(Workshop manual and leader's guide, 1991, 108 pp.)

Designed to provide the pre-career planning groundwork often needed by many single moms before more in-depth educational/occupational planning can begin. This workshop could serve as an important bridge to increased independence. Ideally, it should be offered over three consecutive days with two modules being covered per day. The following six modules make up the workshop:

- This Is Where I Start
- Self-Esteem (Feeling Good About Myself)
- Communicating Clearly
- Am I Like Cinderella?
- Where Do I Go From Here?
- Managing My Life

cat. #S7301 \$15.00/copy  
Free of Charge for Alberta and N.W.T. Practitioners.

## Decision Decks

(Card-Sort 1992, 47 Skill cards, 41 Value cards)

Decision Decks are a fun educational tool designed for use in the first phase of career planning - Self Discovery. The set consists of two individually packaged and coloured boxes of plasticized, round cornered cards with lively illustrations and simply written descriptions of 47 skills and 41 values. Each box contains an instruction card. Most suitable for counsellors, teachers and career practitioners.

cat. #S7669 (skills) \$2.00/deck or \$4.00/set  
#S7679 (values)

## Directory of Certification and Registration Bodies for Professions and Occupations in Alberta

(directory, coil bound, 1990, 57pp.)

This booklet provides general information on registration, qualification and certification of the various professional and occupational organizations in Alberta.

cat. #S7671 \$2.00/copy  
Free of Charge for Alberta and N.W.T. Practitioners.

## The Future Beat

(Comic book, 1992, 16pp.)

A cleverly illustrated comic book which follows grade 10 student Caitlin Powers as she hires detective Quentin Geiger to help her find her future. Quentin calls upon teen brain Manny for clues which lead him to tracking six trends necessary for Caitlin and others to consider in order to succeed in the world of tomorrow. Suitable for junior and senior high school students and the general public.

cat. #S7672 \$1.00/copy  
Free of Charge for Alberta and N.W.T. Residents.



## **A Guide for Effective Training**

*(booklet, 1991, 16 pp.)*

This guide is designed to provide small and medium-sized business owners/managers with practical information to help them efficiently train employees. Presented in a workbook format, the guide answers questions such as: Do I need to train? How do I plan the training? How do I prepare the trainees? How do I conduct the training? How do I evaluate the training? and How do I follow through with ongoing coaching?. This information was developed based on approaches used by several successful businesses in Canada. Most appropriate for employers.

cat. #S7673

\$3.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## **A Guide for Effective Recruitment and Selection**

*(booklet, 1991, 20 pp.)*

A workbook format designed to help small and medium-sized business owners and managers develop effective approaches to their recruitment and selection. The information contained in this booklet was developed using the approaches practiced by several successful businesses. Every company has its own approach and style. It is important to meld the information contained in this guide with the unique style of your firm.

cat. #S7674

\$3.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## **A Guide for Effective Human Resource Planning**

*(booklet, 1991, 16 pp.)*

This guide, designed to help small and medium-sized business owners or managers, will walk you through a six step model of human resource planning. This information is based on approaches used by several successful Canadian companies.

cat. #S7675

\$3.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## **Guide to Setting Up A Career Resource Centre**

*(booklet, 1991, 49 pp.)*

A guide book for organizations (from schools to career counselling centres to community groups) interested in developing Resource Centres that specialize in career planning materials. Topics covered include: materials needed; staffing; physical set-up and furnishings; obtaining and organizing career materials; promotional activities and computerization. A list of basic career planning resources and their ordering addresses is also provided. Most suitable for counsellors, teachers and career practitioners.

cat. #S3427

\$7.00/copy

Free of Charge for Alberta and N.W.T. Practitioners.

## **In Praise Of Older Workers**

*(booklet, 1989, 32 pp.)*

This publication is liberally sprinkled with lively photographs and invaluable quotes like, "I've never known a game to be over in the first half; it is always won in the last half." With the average age of the population rising, the job seekers of the 1990's will come from different age groups than those of previous decades....Age 50 today corresponds to age 40 or 45 in 1970. In Praise of Older Workers (by older workers, we mean people over 45) uses interviews, exercises and hard data to help people rethink attitudes and to confront hidden biases against older workers. It contains tips for both employees and employers on long range career planning.

cat. #S6326

\$5.00/copy

Free of Charge for Alberta and N.W.T. Residents.



## **It's About Time**

*(booklet, 1991, 64 pp.)*

This booklet presents, in chart form, the major educational programs offered in Alberta. It also includes an introduction to career planning, a description of Alberta's post secondary institutions and student assistance programs. The publication is suitable for senior high school students and the general public. Revised biennially

cat. #S0081

\$ 4.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## **Job Seekers' Handbook**

*(booklet, 1992, 86pp.)*

This general interest publication provides a step-by-step action guide to finding a satisfying job. It will assist the reader with assessing skills, interests, needs and values, job targeting and finding the appropriate job. Practical advice on how to research jobs and tap the hidden job market is offered. Included are pointers on marketing yourself through application forms, resumes and interviews.

cat. #S0055

\$4.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## **Learning At Home: Distance Education in Alberta, Manitoba and Saskatchewan**

*(directory, three-hole punched, shrink-wrapped package 1991-92, 345pp.)*

This directory provides a comprehensive listing of correspondence courses offered by public educational institutions and professional organizations, as well as licensed private schools operating in Alberta, Saskatchewan and Manitoba. Courses are grouped by subject area and individually indexed. Listings include: course titles; offering institutions; entrance requirements; credits granted; medium of instruction and cost. Addresses and telephone numbers of correspondence directories providing distance education information for other parts of Canada are also included. Revised biennially. Suitable for use by teachers, counsellors, career

practitioners and the general public.

cat. #S3200

\$8.00/copy

Free of Charge for Alberta and N.W.T. Practitioners.

## **Occupational Profiles**

*(three-hole punched, shrink-wrapped package 1992)*

252 updated occupational information sheets featuring both CCDO and NOC coding. The profiles contain information on: the nature of the work; working conditions; personal qualifications; employment and advancement opportunities. Information on educational qualifications in Alberta, salary levels and other sources of information are also included. Suitable for use by teachers, counsellors and career practitioners working with those who are seeking information on occupations.

cat. #S7714

\$75.00/package

Free of Charge for Alberta and N.W.T. Practitioners.

## **Post-Secondary Education Programs**

*(directory, 1990-1992, 387pp.)*

A directory of all education programs offered at private and public post-secondary institutions and vocational schools in Alberta. Organized by related program subject area, the listing includes: the name of each program; name and address of offering institution; length of program; credential awarded; and entrance requirement. The directory is three-hole punched for easy use in a binder. Revised biennially. Suitable for use by teachers, counsellors, career practitioners, high school students and the general public.

cat. #S0083

\$8.00/copy

Free of Charge for Alberta and N.W.T. Practitioners.



## **Rural Women As Business Entrepreneurs**

*(workshop manual, 1989, 189pp.)*

This workshop was designed for rural women thinking about starting a business or for business women wanting to sharpen their entrepreneurial skills. It is an excellent resource for community building among women of like interest in rural areas. The workshop is designed to be participative over a two and a half day period.

cat. #S6237 \$20.00/copy

Free of Charge for Alberta and N.W.T. Practitioners.

## **Self-Directed Career Planning Guide**

*(five booklets, 1989, 12, 23, 24, 20, 19pp.)*

Five booklets of self-directed exercises and activities that go through a step-by-step method of making and implementing career decisions. The booklets are self-descriptively titled: Getting Started; Discovering Yourself; Exploring Options; Deciding and Implementing. The package is intended for adults who are able to work independently.

cat. #S6328 \$4.00/booklet \$20.00/package

Free of Charge for Alberta and N.W.T. Residents.

## **Settling in Alberta**

*(booklet, 1990, 91, 92, 92pp.)*

(printed in English, Chinese, Spanish, Vietnamese, Polish, Czechoslovakian, Punjab and Korean)

Each booklet provides basic general information relating to the settlement of new Albertans who speak little or no English.

cat. #S7676 \$4.00/copy

Free of Charge for Alberta and N.W.T. Residents.

## **Skills Are Your Passport**

*(booklet, 1988, 22 pp.)*

Skills Are Your Passport builds on the idea that surviving and thriving in today's and tomorrow's job market depends on our ability to master a variety of skills. In order to remain flexible with the changes going on around us, we must learn how to

assess and develop our skills. The booklet offers a variety of exercises and examples which assist in identifying many skills developed over a lifetime. Each copy comes with a separate replica of a passport in which readers can record their own technical, functional and self-management skills. This book will help create a ready inventory of assets to assist in career planning, preparing resumes or attending interviews. Individual passports are also available.

cat. # S5891

Booklet with passport \$4.00

\$1.00/additional passport

Free of Charge for Alberta and N.W.T. Residents.

## **Women In the Workplace**

*(workshop manual, 1989, 95 pp.)*

This workshop is designed for all professionals who impact or are involved in some way in the career development process of women. It is intended to increase awareness and heighten interest in the issues women confront in the workplace.

The workshop manual is a self-contained guide for workshop facilitators, complete with agenda, background instructions, exercises and additional resources.

cat. #S6239

\$10.00/copy

Free of Charge for Alberta and N.W.T. Practitioners.

## **Working Together Kit For Dual Career Families**

*(kit, 1989, 25pp. booklet, exercises, game, mobile)*

The Working Together Kit has a combination of activities for children, plus a booklet that both describes the situation today, and helps families work through: their schedules; housework routines; child care practice and leisure activities. The kit is invaluable for workers with family responsibilities.

cat. #S6013

\$6.00/kit

Free of Charge for Alberta and N.W.T. Practitioners.



# Posters

Free of Charge for Alberta  
and N.W.T. Practitioners

Brightly coloured posters depicting different career planning themes are available. Entertaining, inspirational, instructional - there's something for everyone. Suitable for classrooms, counsellors' offices or career planning workshops. Posters are typically 43 1/2 x 55 cm in dimension.

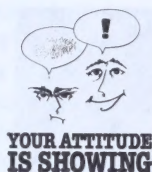
\$2.50 each

*When ordering, please identify the posters by their coded number.*



Alberta

S0041



S2211



S2210



Alberta

S0111



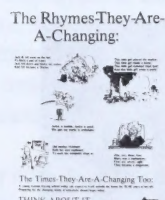
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S5118



S5111



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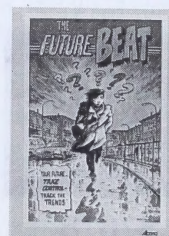
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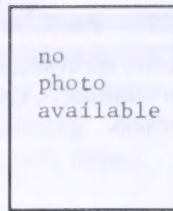
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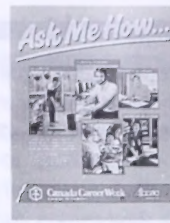
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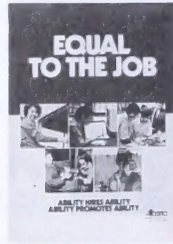
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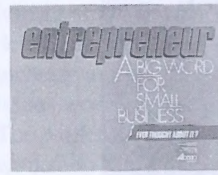
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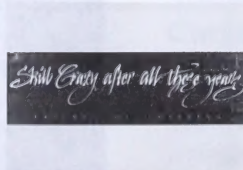
S7681



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S7678



S7602



S5110



## Audiovisuals

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The audiovisuals listed below are available on loan to Alberta and Northwest Territories practitioners. Residents outside those areas may purchase the videos from the agency listed. Unless otherwise indicated, preview copies (for potential purchases) are not available.

Audiovisuals are available on a two-week loan basis. When ordering, please include the appropriate video or film format and the preferred date required (please order as far in advance as possible). Users are responsible for the return shipping of audiovisual materials. Materials returned via mail must be insured with the Canada Post Corporation. Users are responsible for the replacement cost of any damaged audiovisual or any uninsured item lost in the mail.

Educational institutions may obtain dubs of most audiovisuals from ACCESS Alberta, Media Resource Centre, 295 Midpark Way SE, Calgary, Alberta T2X 2A8.

ACCESS charges for the duplication, tape, and handling and shipping. Non-educational institutions and agencies, as well as educational institutions, contact Library Services at (403) 422-4752 to discuss dubbing arrangements. Generally, the branch can provide a tape from which the user can dub.

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### **The Entrepreneur** (23 minutes, 1985)

This video takes a fresh look at starting your own business as a viable career option. The film's starring entrepreneur is 27-year-old Gerry Hughes who conceives the idea of his company, Western Gourmet foods. With hard work and determination he builds it up to a success. His story unfolds during a high-school reunion where his friends are initially skeptical but finally impressed with Gerry's accomplishments.

**The Entrepreneur** is targeted at young adults, aged 18 to 30, who may possess entrepreneurial potential but have not seriously considered self-employment as an option open to them.

Though educational in nature, the film entertains its audience with humour, fast paced, original pop music from current recording artists.

Residents outside of Alberta please send your order to: Magic Lantern Film Distributors, Unit 38, 775 Pacific Road, Oakville, Ontario, L6L 6M4 or #201, 6700 No.3 Road, Richmond, British Columbia, V6Y 2C3.

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### **Given The Chance** (19 minutes, 1980)

This production dramatizes a Native person's experiences with job hunting in the city. Interspersed throughout are recollections of Natives who have successfully found employment. Interviews with two employers shed light on ways that the traditional recruitment methods can be altered without sacrificing quality in order to "screen in" rather than "screen out" applicants.

Appropriate training video for employment counsellors, personnel staff, government officials or other professionals working with Natives. May also be used in workshop settings with Native client groups.

Residents outside of Alberta may purchase this audiovisual from the Learning Resources Distributor Centre by using the supplied order form.

\$25.00

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### **Going Back: Adults Returning To Education** (24 minutes, 1983)

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Winner of three AMPPIA (Alberta Motion Picture Industry Association) Awards: Best Script (Dramatic); Best Motivational Film and Best Actor (Dramatic).

This video features George, a 50-year-old warehouse supervisor, whose company is bringing in computers. Feeling anxious and afraid, he realizes he needs retraining and finds himself in a computer camp for kids. In this entertaining and often humorous video production, George overcomes the barriers to "going to school" which many adults face.

Many men and women who have been out of school for several years experience societal and emotional barriers to getting further education, whether they want to obtain a business administration degree or take evening art classes. This video explores those barriers, shows how they can be overcome and aims to motivate adults to take the first step.

This video complements information provided in **The Adult Back-to-School Book**.

Video dubs are available to Alberta educational institutions through ACCESS.

Residents outside of Alberta please send your order to: Magic Lantern Film Distributors, Unit 38, 775 Pacific Road, Oakville, Ontario, L6L 6M4 or #201, 6700 No.3 Road, Richmond, British Columbia, V6Y 2C3.

### **Hands On** (13 minutes, 1988)

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A detailed explanation of the Alberta Apprenticeship Program intended to encourage training in the trades.

Residents outside of Alberta may purchase this video from the Learning Resources Distributing

Centre by using the supplied order form.

\$25.00

### **The Job Hunt - New Opportunities** (15 minutes, 1989)

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This video deals with common problems persons from various backgrounds may encounter when trying to enter or re-enter the labour market. It outlines job search and job interview techniques for today's job seekers through vignettes. Aimed at motivating individuals with high school education or less who may have become discouraged after a period of unsuccessful attempts at finding meaningful employment.

Video dubs are available to Alberta educational institutions through ACCESS.

Residents outside of Alberta please send your order to: Magic Lantern Film Distributors, Unit 38, 775 Pacific Road, Oakville, Ontario L6L 6M4 or #201, 6700 No.3 Road, Richmond, British Columbia, V6Y 2C3.

### **Making It Work** (15 minutes, 1986)

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This video is the story of Joan, Geoff and Randy and their reaction and adjustment to the world of work. Through a number of dramatic vignettes the characters reveal how attitudes affect their jobs and relationships with co-workers. In a humorous, fast-paced manner, the video looks at employer - employee expectations, monitoring, recognizing skills and the importance of maintaining a positive attitude.

Video dubs are available to Alberta educational institutions through ACCESS.

Residents outside of Alberta please send your order to: Magic Lantern Film Distributors, Unit 38, 775 Pacific Road, Oakville, Ontario, L6L 6M4 or #201, 6700 No.3 Road, Richmond, British Columbia, V6Y 2C3.



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## **Oh Brother** (13 minutes 1990)

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This video takes a humorous look at a serious issue for Alberta business people who want to avoid the pitfalls of today's changing labour market environment and adapt smoothly to new realities. Businessmen Joel and Jeff Dewar are having trouble filling vacancies in their company. But when they try some new approaches to recruitment, selection and training, they open the door to some valuable untapped sources of labour and find all the qualified applicants they're looking for.

\$25.00

## **Opening Doors: Keys to Career Planning**

(video series 1982)

This nine-part series deals with the basic concepts of career planning and job search, as well as some of the motivational and emotional aspects.

A family reunion serves as the dramatic device that illustrates the career planning concerns faced by people of various ages and shows how career planning can be applied to different kinds of career decisions. In Program 1, Walter and Elizabeth Grainger welcome their family back to the farm for a week-long reunion. Different characters are featured in each video-tape, but the main characters are:

- J.P. who is in the midst of planning a mid-career change;
- Sherri who must decide what to do after graduating from high school;
- Anne, a high school counsellor;
- Guy who wants to change jobs and;
- Linda who must re-enter the workforce after an absence of eight years.

The series develops as follows:

### **Program 1: Why Plan Your Career?** (15 minutes)

illustrates how career planning can be an effective way of dealing with change, both expected and unexpected, and how it can give the individual a greater sense of control over his/her career.

**Program 2: How To Plan Your Career** (10 minutes)  
defines the terms "job", "occupation" and "career". It illustrates different kinds of career decisions and gives an overview of the career planning process.

**Program 3: What Do You Want?** (10 minutes)  
deals with gathering self-information and defining career goals.

**Program 4: Exploring Your Options** (13 minutes)  
deals with discovering as many career options as possible that relate to the career decision being made and gathering information about each option.

**Program 5: Career Planning Creatively**  
(10 minutes)

illustrates how career planners don't always have to accept their career options as they currently exist - it is possible to create new ones.

**Program 6: Choosing Your Best Option**  
(11 minutes)

shows how emotions play an important role in career planning and how to deal with problems people commonly encounter when they are making career decisions.

**Program 7: Action Planning** (11 minutes)  
explains how to translate plans into action and gives tips on how to carry out an action plan on schedule.

**Program 8: Looking For A Job** (12 minutes)  
looks at dealing with emotional factors often associated with the job search and outlines the career planning steps as they relate to job hunting.

**Program 9: The Job Interview** (15 minutes)  
emphasizes the importance of thorough preparation and appropriate behaviours during the job interview.

For convenience, the series is dubbed on three one hour tapes, each containing three programs.

Video dubs are available to Alberta educational institutions through ACCESS.

Residents outside of Alberta may purchase this audiovisual from the Learning Resources Distributing Centre by using the supplied order form.

\$100.00

Note: For those wishing to preview the series, a 12-minute overview is available free of charge on a two-week loan basis. Please order the preview video through the Career Development and Employment Library, telephone: (403) 422-4752.

### **What Would You Like To be?**

*( 9 minutes, 1980)*

An animated video narrated in rhyme which introduces 121 different occupations. The occupations are arranged alphabetically ("Would you like to be an actor and perform on a stage? Or an animal trainer and work in a cage?") and are represented, wherever possible, by animals whose names begin with the same letter as the occupation. Designed for elementary school children, it has proven entertaining for all ages.

Residents outside of Alberta may purchase this audiovisual from the Learning Resources Distributing Centre by using the supplied order form.

\$25.00

**The Winning Edge:** Alberta Success Stories  
*(A kit containing six video programs on a single VHS cassette of 66 minutes and a 59 page guide-book)*

Designed to be used by companies who want to learn from their peers about competitiveness and the role human resource development can play in helping to develop the competitive advantage. Each video program features a documentary case study of one company and the strategies it developed to improve performance.

Case1: The Learning Organization: Syncrude Canada Ltd.

Case2: Raising the Flag: Northern Telecom Ltd.

Case3: License to Please: Delta Bow Valley

Case4: Tracking a Vision: Canadian Foremost Ltd.

Case5: Partners in Training: The Unionized Construction Industry

Case6: A little Light, A little Water: 4 st Rose

The guidebook examines the issues through a series of tools for environmental scanning and action planning designed to answer three key questions: Why Should We Compete? How Do We Measure Up? and How Do We Achieve The Competitive Advantage?

The videos are designed to act as role models and the guidebook as a self-directed instructional tool. After viewing one or more of the videos and as they work through the guidebook, employers will be encouraged to develop strategies they can use in their own companies.

Please note: this kit may be purchased from the Learning Resources Distributing Centre by using the supplied order form. Cost to all including Alberta and N.W.T. practitioners is \$30.00.

### **Women In the Workplace**

*(11 minutes 1989)*

This video presents five scenarios depicting situations familiar to most employed women. Intended to provoke discussion in workshops focusing on barriers to employment, the video includes questions to guide small group discussions.

The scenes are all set in Alberta and illustrate:

- the conflict for a female professional whose supervisor wants to claim credit for her work.
- the challenge of the job interview for a woman applying for a non-traditional job.
- the dilemma of balancing work and family responsibilities.
- the competition for work between young graduates and re-entry women.
- the resentment of other employees toward women who achieve success.

Available for loan only.



# Unit Price for outside Alberta /N.W.T.

## Publications

		Quantity	Applicable Discount	Total Cost
The Adult Back-to-School Book (S3409)	\$4.00	_____	_____	_____
Alberta's Apprenticeship Program (S7667)	4.00	_____	_____	_____
Beyond Credentials: Enhancing Recruitment By Assessing Applicant Values (S7634)	3.00	_____	_____	_____
Beyond Credentials: Enhancing Recruitment By Assessing Transferable Skills (S7635)	3.00	_____	_____	_____
Business Immigration Program (indicate language) (S7668)	3.00	_____	_____	_____
Career Development News		_____	_____	_____
Children Challenges Choices (S7301)	15.00	_____	_____	_____
Decision Decks (Skills (S7669)& Values (S7679)) 2.00 each	4.00/set	_____	_____	_____
Directory of Certification and Registration Bodies (S7671)	2.00	_____	_____	_____
The Future Beat (S7672)	1.00	_____	_____	_____
A Guide For Effective Training (S7673)	3.00	_____	_____	_____
A Guide For Effective Recruitment and Selection (S7674)	3.00	_____	_____	_____
A Guide For Effective Human Resource Planning (S7675)	3.00	_____	_____	_____
Guide To Setting Up A Career Resource Centre (S3427)	7.00	_____	_____	_____
In Praise Of Older Workers (S6326)	5.00	_____	_____	_____
It's About Time (S0081)	4.00	_____	_____	_____
Job Seekers' Handbook (S0055)	4.00	_____	_____	_____
Learning At Home (S3200)	8.00	_____	_____	_____
Occupational Profiles 1992 (250 profiles) (S7714)	75.00/pkg.	_____	_____	_____
Post Secondary Education Programs (S0083)	8.00	_____	_____	_____
Rural Women As Business Entrepreneurs (S6237)	20.00	_____	_____	_____
Self-Directed Career Planning Guide (5 books) (S6328)	20.00/ set	_____	_____	_____
Settling In Alberta (indicate language) (S7676)	4.00	_____	_____	_____
Skills Are Your Passport (S5891)	4.00	_____	_____	_____
Women In The Workplace (S6239)	10.00	_____	_____	_____
A Working Together Kit For Dual Career Families (S6013)	6.00	_____	_____	_____

## Posters

\$2.50 each

Total

## Audiovisuals

Unit Cost

Quantity

Cost

Given the Chance	\$25.00	_____	_____
Hands On	\$25.00	_____	_____
Oh Brother	\$25.00	_____	_____
Opening Doors: Keys to Career Planning	\$100.00	_____	_____
What Would You Like To Be?	\$25.00	_____	_____
The Winning Edge	\$30.00	_____	_____

Cost of audiovisuals \_\_\_\_\_

**Total Cost Of Order** (Publications, Posters and Audiovisuals) \_\_\_\_\_

Please note shipping and handling costs are extra.

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Mail or Fax orders to: Learning Resources Distributing Centre  
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Fax: 422-9750

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26-100	unit price less 10%
over 100	unit price less 20%
over 500	unit price less 50%

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**Publications**

		<i>Quantity</i>	<i>Applicable Discount</i>	<i>Total Cost</i>
The Adult Back-to-School Book (S3409)	\$4.00	_____	_____	_____
Alberta's Apprenticeship Program (S7667)	4.00	_____	_____	_____
Beyond Credentials: Enhancing Recruitment By Assessing Applicant Values (S7634)	3.00	_____	_____	_____
Beyond Credentials: Enhancing Recruitment By Assessing Transferable Skills (S7635)	3.00	_____	_____	_____
Business Immigration Program (indicate language) (S7668)	3.00	_____	_____	_____
Career Development News		_____	_____	_____
Children Challenges Choices (S7301)	15.00	_____	_____	_____
Decision Decks (Skills (S7669)& Values (S7679)) 2.00 each	4.00/set	_____	_____	_____
Directory of Certification and Registration Bodies (S7671)	2.00	_____	_____	_____
The Future Beat (S7672)	1.00	_____	_____	_____
A Guide For Effective Training (S7673)	3.00	_____	_____	_____
A Guide For Effective Recruitment and Selection (S7674)	3.00	_____	_____	_____
A Guide For Effective Human Resource Planning (S7675)	3.00	_____	_____	_____
Guide To Setting Up A Career Resource Centre (S3427)	7.00	_____	_____	_____
In Praise Of Older Workers (S6326)	5.00	_____	_____	_____
It's About Time (S0081)	4.00	_____	_____	_____
Job Seekers' Handbook (S0055)	4.00	_____	_____	_____
Learning At Home (S3200)	8.00	_____	_____	_____
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**Total****Audiovisuals***Unit Cost**Quantity**Cost*

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Cost of audiovisuals \_\_\_\_\_

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